

QUESTIONS AND ANSWERS 14 - 50
SOLICITATION NO. DOC52PAPT0401018
USPTO ARMED SECURITY GUARD SERVICES

Q.14 What is the current staffing level at both the Arlington facility and the two (2) buildings already occupied by USPTO at the Alexandria Campus?

A.14 See response to Q.4.

Q.15 Do incumbent guards meet the new RFP's requirements?

A.15 As the incumbent Contractor has not yet submitted a proposal, the USPTO is not in a position to answer this question. All questions regarding the qualifications of the incumbent contractor employees should be addressed to Startech at: Systems Training and Resource Technologies, Inc., 2156 Wisconsin Avenue, NW, Washington, DC 20007-2280.

Q.16 Are all current guards GSA certified with a valid VA firearms permit, or GSA A-1 guard certified?

A.16 The incumbent contract requires that all guards possess a State of VA firearm certification; however, it does not require GSA A-1 certification.

Q.17 If not, then: How many current guards meet GSA certification requirements?

A.17 The incumbent contract does not require GSA certification; therefore, the USPTO is not in a position to answer this question. (See also response to Q15).

Q.18 How many current guards hold current Virginia firearms permits?

A.18 All guards that work at the Alexandria site are required to possess VA firearms permits.

Q.19 Has there been a historical shortage of qualified guard staff?

A.19 The USPTO is not in a position to respond to this question as it pertains to the past performance of the incumbent contractor. (See also response to Q15).

Q.20 Are the skills levels required for security guard staff on the new contract different from the previous contract? If so, how?

A.20 Yes. Offerors should only be concerned with the current solicitation requirements for the new contract.

Q.21 What kind of percentage increase do the new CBA's wages represent from those paid immediately prior to the June 1, 2004 agreement?

A.21 The current CBA wage rate for Class II Guards (Guard II) is \$14.50 and \$16.00 for Supervisors while the Attachment I CBA wage rate effective beginning October 1, 2004 – September 30, 2005 will be \$16.15 for Class II Guards (Guard II) and \$17.65 for Supervisors.

Q.22 Re: Section C.6.3.H – Temporary Additional Service (TAS): Due to the emergency nature of these services, we are usually requested to provide a different rate from the ‘basic services’ bill rate, however, Attachment B does not accommodate a distinct TAS rate for separately billing hours associated with additional services. Is the intention here to bill for TAS hours at the basic services rate for the various labor categories?

A.22 Yes. This is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract and the Government expects the Contractor to bill at the hourly rates in the Schedule.

Q.23 Re: Section C.9.8.B – Health Requirements: The contract requires a medical examination at least once every three (3) years. The Collective Bargaining Agreement (CBA) in Article XXI Section 5 discusses annual medical exams. Please confirm the frequency of medical examinations required on this contract.

A.23 The solicitation requirement for medical examinations under Section C.9.8B – Health Requirements is every 3 years.

Q.24 Re: Section C.10.4.B – Government Provided Training: Is there a classroom facility available at the USPTO for the Contractor use to administer the required orientation and training?

A.24 Yes, only during the transition period.

Q.25 Re: C.12.3.E Firearms Storage: In addition to the required storage container within the SCC, will space be made available in the South Tower at the Arlington facility for securing weapons and ammunition?

A.25 No.

Q.26 Re: Attachment I – CBA – Vacation: Article XVII: Vacation states that “Employees... shall receive vacation benefits in accordance with the *Patent and Trademark solicitation and procedure schedule*.” Will the USPTO please provide this vacation schedule for purposes of better estimating this benefit’s cost?

A.26 The Government does not have and therefore cannot provide a vacation schedule; however, please see Section F.2 – Federal Holidays.

Q.27 Re: Attachment I – CBA – Wages: Although FAR 52.222-43 is incorporated by reference in Section I, the CBA provides wage and benefit rates through October 1, 2006. In accordance with FAR 52.222-47, we expect the USPTO anticipates offerors to incorporate these economic terms, (wages & benefits), in the Option Period pricing – is this correct?

A.27 Yes.

Q.28 Re: Solicitation reference: Attachment A, *Guard Post Matrix (Amendment 1)*: There are several locations that specify 251 days per year throughout Attachment A, but the required days of the week and the required days per year are inconsistent. For example, post 1E (0600-1700) requires Monday through Friday coverage, and specifies 251 days for the performance period, while post 2E (0600-2200) requires Monday through Friday coverage

(excluding holidays), and specifies 251 days for the performance period. It would appear that post 1E (0600-1700) should be required for 261 days per year (for non inauguration years), while posts excluding holidays require 251 days per year. Can the Government please clarify the post-required days per year?

A.28 The solicitation will be amended to revise the Guard Post Matrix (Attachment A) to reflect “M-F, Excluding Holidays” for Post 1E; delete the “Fixed Post” for the Supervisor under Post 1W . The Days Per Year will remain unchanged.

Q.29 The Arlington (Crystal City) Crystal Plaza 2 post specifies a 24/7 post (post 1) for 91 days per year. The performance period listed for this location is October 1, 2004 through December 30, 2005, which is 456 days. Is this correct? Please clarify.

A.29 Attachment A – Guard Post Matrix will be amended to revise the period of performance to October 1, 2004 – December 30, 2004.

Q.30 Solicitation reference: Section C, *Description/Specification/Statement of Work*, Paragraph C.7, *Management and Supervision*, Subparagraph C, states, “The Supervisor of the on-coming shift shall, prior to shift change, determine the readiness of guards preparing to be posted. The Supervisor shall ensure that each guard is properly uniformed and equipped, presents a neat appearance, and verify that each guard is mentally and physically prepared to accept a post.” Is this “guardmount”/fit-for-duty determination period part of the post productive hours?

A.30 There is no “guardmount/fit-for-duty” determination requirement. Shift Supervisors are required to determine the readiness of guards preparing to be posted. It is up to the Contractor to ensure that each guard is ready for duty in accordance with the solicitation. How and when this is performed is up to the Contractor.

Q.31 What is the time period allowed for “guardmount”/fit-for-duty determination?

A.31 See response to Q.30.

Q.32 The Shift Supervisor post is a fixed post at the Alexandria Security Command Center (SCC). Do all officers report to the SCC prior to manning their respective post for “guardmount”/fit-for-duty determination? Does this include the security officers for the two Arlington posts as well? How are guardmount/fit-for-duty determinations conducted for guards in Arlington if they don’t report to the Alexandria SCC prior to their shift?

A.32 Attachment A – Guard Post Matrix (Amendment 1) will be revised to delete the fixed post requirement for the Shift Supervisor (see also response to Q28). There is no “guardmount/fit-for-duty” requirement (See response to Q.30).

Q.33 Solicitation reference: Section C, *Description/Specification/Statement of Work*, Paragraph C.9.2, *Shift Supervisor*, Subparagraph 2(b)&(c), specifies that Shift Supervisors are responsible for conducting on-the-spot checks of guard posts and post observations of Class II Guards on duty. If the Shift Supervisor is a fixed post (post 1W, Attachment A) at the Alexandria Security Command Center (SCC) how are on-the-spot checks and post observations of guard posts conducted?

A.33 See responses to Q.28 and Q32.

Q.34 The armed guards currently carry .38 cal Handguns. The solicitation on page 25 paragraph C. 12.3B states the requirement to be 9mm Semi-Automatic Handguns. Does the Patent and Trademark Office desire to switch from .38 cal too 9mm Handguns.

A.34 Yes.

Q35. Re: Solicitation reference: Site Visit Observation and Solicitation Requirements – during the pre-proposal conference and site visit, it was observed that the incumbent security force was armed with .38 caliber revolvers. The Solicitation, paragraph C.12.3 *Firearms/Firearms Equipment*, subparagraph B, requires all offerors to provide a 9mm semi-automatic handgun for “each posted guard.” Do incumbent guards posses GSA-A1 certification for .38 caliber revolver and DCJS armed certification for .38 caliber revolver, as well as GSA A-9 certification and DCJS armed certification for semi-automatic weapons?

A.35 No.

Q.36 Does the current guard force meet the requirements and certifications of this solicitation?

A.36 See response to Q.15.

Q.37 Is the GSA certification a requirement to this new contract/Are the incumbent guards currently required to be GSA certified?

A.37 The solicitation requirement under Section C.12.3 – Firearms/Firearms Equipment is for 9mm firearms. The solicitation will be amended to require a valid Virginia Firearms Permit for all guards. In addition, each guard must possess a GSA Unarmed Certification; however, a GSA A-1 or A-9 Certification is an acceptable substitution for the GSA Unarmed Certification.

Q.38 The State of Virginia, Department of Criminal Justice Services (DCJS) requires all unarmed security officers to be registered through DCJS, and all armed officers certified through DCJS to perform at any facility, including federal facilities, in the State of Virginia. It was also brought up during the pre-proposal conference and understood that a federally-owned or leased facility (through GSA) requires GSA certification of the security officers. The USPTO security force would then require both certifications/registrations through GSA and DCJS. This dual certification greatly increases the number of hours required for armed security officers to be trained. This also implies two firearm qualifications (two separate courses of fire) for GSA and DCJS certification and two separate trainings are required. Can the Government please clarify the requirement in the solicitation so that accurate pricing of all training and firearm qualifications can be included in our offer?

A.38 The USPTO occupies GSA-delegated facilities, and therefore, an amendment will be issued to clarify the armed guard certification requirements. (See also see response to Q.37 above.

Q.39 It was mentioned during the pre-proposal conference that the posts at the Arlington/Crystal City facilities were unarmed posts, therefore not requiring a firearm. Is this correct?

A.39 The current posts under the incumbent contract at Arlington/Crystal City are unarmed posts. However, the solicitation requirement is for armed guards at the Arlington/Crystal City posts.

Q.40 Re: Site Visit Observation and Solicitation Requirements - The Statement of Work, Paragraph C.10.2 *Training for Class II Guards*, subparagraph C(2), specifies guards shall receive CPR and First Aid Certification. Because the USPTO locations include childcare facilities on property, does the Government require all CPR certification to be adult, pediatric, and infant, which is a 10-hour course from American Red Cross versus the normal 5-hour course for adult CPR. For clarification, is the 10-hour course (adult, pediatric, infant) required of this solicitation?

A.40 No.

Q.41 Can the Government please clarify the transition period for this solicitation? While the solicitation Paragraph, B.2 *Pricing Notes*, subparagraphs (f) and (g) indicate a 9-day transition and training period (maximum) it is unclear if this 9-days applies to all trainings for the contract (i.e. GSA A-9. DCJS certification, CPR First Aid, etc.). Due to the Guard II requirements of the solicitation, it is unclear if the government intends all training and certifications for each guard to be completed within this 9-day period as well. Can the government please clarify what the total transition period for all other required certification and training is to be prior to a guard's post assignment?

A.41 The 9-day transition period is strictly an on-site orientation period to allow guards to become familiar with the USPTO facilities and equipment. Offerors are required to provide all other training and certifications prior to contract start date.

Q.42 Section C.6.3(D), Page 8 - If another form of time accounting is required after award, which results in a cost to the contractor, will the contractor be allowed to reprice to incorporate this additional cost?

A.42 No.

Q.43 Section C.7.2, Pages 9-10 - Are break and relief periods paid or unpaid?

A.43 Offerors should include all break and relief periods into proposed hourly rates.

Q.44 Re: M.3 Evaluation of Options: This paragraph indicates that the "total Firm Fixed Price for the Transition Period (CLIN 001AD)" will be included in the evaluation, however, Section B shows the Transition Period CLIN as not separately priced. Please clarify.

A.44 An amendment will be issued to revise Section M.3 – Evaluation of Options to read as follows: "The Government will evaluate offers for award purposes by adding total price for basic (base year) requirement to the total price for Option Years 1-4. Evaluation of options will not obligate the Government to exercise the options. The unpriiced Incentive Award Term options will not be evaluated."

Q.45 Of the twenty companies that attended the site visit on July 14, 2004, which one(s) were afforded a prior meeting with the technical members of your staff (e.g.. contract officer, program manager, etc.)?

A.45 None.

Q.46 Was the site visit a mandatory requirement to bid?

A.46 No. See response to Q.2.

Q.47 Why is this requirement being moved to "full and open competition?"

A.47 The USPTO conducted a wide-spread market survey of both small business and 8(a) firms. As a result of the survey, it was determined that no more than 1 small business firm could satisfy the USPTO's complete requirement. The USPTO's decision not to set this procurement aside for small businesses was approved by of the Department of Commerce's (DOC) Office of Small Disadvantaged Business Utilization (OSDBU) and the Small Business Administration (SBA).

Q.48 Are there any small businesses who can perform the required statement of work? If there are, Who? If there are none, please explain.

A.48 USPTO is not in a position to release the specific names of vendors identified as a result of the market survey referenced in A.47 above.

Q.49 Is this requirement "full and open competition" for the NAICS Code 561612 with a small business size standard of \$10.5M "only?" Or, is this requirement "full and open competition" for the NAICS Code 561612? Please explain.

A.49 This is a full and open competition. The size standard was included in the solicitation should a small business wish to team with a large business and verify their small business size standard in meeting the dollar threshold of \$10.5M.

Q.50 In addition to the above questions, I would like to schedule a meeting with "all" concerned parties to discuss specific issues that affected my company's ability to response [sic] to the site visit and this RFP.

Q.50 The USPTO is in the "active" stage of the procurement, and therefore, is not meeting with potential Offerors at this time.